



Chicago Metropolitan Agency for Planning

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CMAP Executive Deputy Executive Director for Policy and Programming January 16, 2018

Organization:	Chicago Metropolitan Agency for Planning
Job Category:	Deputy Executive Director for Policy and Programming– Executive
Experience Required:	10+ years
Salary Range:	\$125,000 – \$154,963

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire one full-time Deputy Executive Director for Policy and Programming. Compensation will be commensurate with qualifications and experience.

The Chicago Metropolitan Agency for Planning (CMAP) is our region's official comprehensive planning organization and federally designated Metropolitan Planning Organization (MPO). The agency and its partners are developing ON TO 2050, a new long-range comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

CMAP seeks a Deputy Executive Director for Policy and Programming to manage a large department and provide strategic direction for CMAP's policy development and analysis activities, with an emphasis on performance-based programming for the region's transportation investments. As a member of CMAP's executive management team, this person will work closely with the CMAP Executive Director, Chief of Staff, Deputy Executive Directors, Directors, and Principals on overall strategic initiatives, the allocation of resources, implementation of CMAP's ON TO 2050 plan, and compliance with federal transportation planning requirements. This person will also be responsible for setting short- and long-term research agendas for CMAP's policy focus areas, including transportation, land use, economic development, housing, tax policy, and governance.

Responsibilities

As part of the executive team, the Deputy Executive Director for Policy and Programming will participate in development of CMAP's strategic priorities, plans, and initiatives and collaboratively implement those strategic objectives through the Agency's annual work plan and other programs. The Deputy Executive Director for Policy and Programming will also

provide leadership and direction to the creation of the public policy analysis agenda. Specifically, the position would:

- Actively manage CMAP staff in the areas of policy analysis and development, capital programming, transportation modelling, and the Transportation Improvement Program (TIP), including performance management, professional development, promoting diversity and inclusion, and communicating agency priorities, policies, and procedures to staff.
- Set the research agenda for CMAP's policy development and analysis; guide the writing, review and delivery of agency issue briefs, memos, technical reports and strategic planning documents in the areas of transportation, land use, housing, tax policy, regional economy and governance.
- Direct the allocation of approximately \$250 million in federal transportation funds per year through the agency's Congestion, Mitigation, and Air Quality Improvement (CMAQ) program, the Surface Transportation Program (STP), and Transportation Alternatives Program (TAP). Develop and implement policies, long-range financial planning and process improvements for these programs.
- As a member of CMAP's executive management team, establish and implement the agency's strategic priorities, and be accountable for meeting performance expectations.
- Serve as staff liaison to CMAP MPO Policy Committee, and guide overall management of coordinating, working, and other committees or task forces, as they relate to policy and programming.
- Present CMAP policy and programming work externally to diverse and challenging audiences.
- Implement transformative process improvements to CMAP's transportation programming activities through policy development, quantitative and qualitative analysis, and stakeholder outreach and deliberation.
- Direct the preparation and administration of department budgets and implement fiscal and budgetary controls to ensure the appropriate allocation and efficient expenditure of funds.
- Provide quarterly reports for core programs and status briefings for the Executive Director, senior management, and the CMAP Board and MPO Policy Committee as needed.

Skills

The person must be able to:

- Demonstrate ability to communicate effectively and persuasively to a wide variety of stakeholders in a dynamic setting.
- Refine highly complex concepts into compelling, relevant, and understandable findings, recommendations, and presentations, including complex transportation finance and tax policy issues.
- Clearly articulate transportation policy and programming principles, be proactive in addressing transportation planning and programming problems, and provide strategic problem solving for complex issues.
- Represent the agency in diverse policy and planning settings including transportation capital project development.
- Build consensus among diverse stakeholders on complex and challenging policy issues.
- Effectively manage personnel
- Provide leadership in a dynamic setting

Qualifications

- A BA / BS in planning, public administration, policy, or a directly related field from an accredited university.
- A graduate degree in planning, public administration, policy, or business administration strongly preferred.
- A minimum of 10 years of progressively responsible professional experience managing public policy analysis activities and related functions including but not limited to transportation, at a public agency, private firm, or civic organization with a close relationship to the regional transportation planning process, and a minimum of five years successful management experience of professional and managerial employees.
- Demonstrated effective professional interpersonal skills, including verbal and written communications and presentations.
- Proven competence working with diverse constituencies and stakeholders.

How to Apply

Applicants should apply online at <https://cmap.hyrell.com>. Position will close on February 23, 2018.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.